

# ROYAL OAK HIGH SCHOOL PTSA HOLIDAY ARTS & CRAFTS MARKET

November 18, 2017, 10am-4pm

1500 Lexington Bld, Royal Oak, MI 48073

**DO NOT MAIL APPLICATION TO SCHOOL**

2017 Application

**Please read both pages before applying. Make a copy of both pages for your records**

**PLEASE PRINT NEATLY**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_  
(all communication will be done via e-mail: rohsraftshow@gmail.com)

**HAND MADE WORK:** In order to maintain a variety of items at the show, we only allow a percentage of vendors in each category. Please be as specific as possible under description (i.e. if you make jewelry, specify gemstones, leather...)

Please check the box that best describes your primary category of work:

- Candles  Body Care/Soaps  Glass  Toys  Dolls/Accessories  Engraving  Sewn  Crochet  
 Quilting  Felted  Ceramics  Wood  Stonework  Floral  Photography  Jewelry  Metal  
 Mosaics  Paper  Nature  3D Art  Embroidery  Painting  Pets  Clothing  Knit  Food  
 Hair Accessories  Books  Other \_\_\_\_\_

Please Provide a Description of Work for Brochure: \_\_\_\_\_  
Average Price Range: \_\_\_\_\_

**MANUFACTURED ITEMS - RETAIL VENDORS:** Mass produced products or services must be in the Retail Balcony. Please note only one representative from each company will be admitted in the show and it is on a first come first accepted basis. Space is limited.

Name of Product: N/A

**RETURNING ARTISTS/CRAFTERS:** would you like the same space as last year? N/A

Your application must be received by February 28. Once an area is sold out, we cannot honor your request. If this is the case, we will contact you. Also be aware that requesting a specific space may result in your placement next to a similar crafter.

## **EXHIBIT SPACE/RENTAL:**

**(TABLES ARE NOT PROVIDED. YOU MAY RENT ONE FROM US OR BRING YOUR OWN TABLES/DISPLAYS)**

CAFETERIA	10'x 6' space	\$50 each space	No. of Spaces: <u>xxxxxx</u> Total: <u>\$SOLD OUT</u>
GYM	10'x 9' space	\$60 each space	No. of Spaces: <u>xxxxxx</u> Total: <u>\$SOLD OUT</u>
SOUTH BALCONY	10'x 9' space	\$60 each space	No. of Spaces: <u>LIMITED</u> Total: <u>\$ _____</u>
RETAIL BALCONY	10'x 9' space	\$60 each space	Only 1 space/vendor Total: <u>\$SOLD OUT</u>
HALLWAY	10'x 6' space	\$50 each space	No. of Spaces: <u>xxxxxx</u> Total: <u>\$SOLD OUT</u>
UPPER GLASS HALL	8'x 6' space	\$40 (no electricity)	Only 1 space/crafter Total: <u>\$ _____</u>
Would you like to rent a <u>6 foot</u> table?		\$10 each table	No. of Tables: <u>_____</u> Total: <u>\$ _____</u>
Would you like use of an electrical outlet? (limited) \$5			No. of Outlets: <u>xxxxxx</u> Total: <u>\$SOLD OUT</u>
Raffle: See page 2 for details: Opt-Out Fee \$10			Total: <u>\$ _____</u> (if applicable)
Late Fee: See page 2 for details Late Fee \$10			Total: <u>\$ _____</u> (if applicable)

**GRAND TOTAL: \$ \_\_\_\_\_**

**MAKE CHECKS/MONEY ORDERS PAYABLE TO "Royal Oak High School PTSA"**

***Policies***  
***Please read carefully***

**Application Policies:**

1. The following must be provided to the committee before review of your application can be completed:
  - 3 clear photographs of your items (please label) or provide a website where your work can be reviewed. Your photographs may be used on our website and/or advertising for the show
  - Both pages of application, including your signature at the bottom of this page (please make a copy for your records)
  - Check or Money Order made out to “Royal Oak High School PTSA”
2. Mail Application to:

**ROHS Craft Show, c/o Terri Kuznia, 324 W. Kenilworth, Royal Oak, MI 48067**  
DO NOT MAIL APPLICATION TO THE SCHOOL
3. You should receive a confirmation from **rohscraftshow@gmail.com** within 2 weeks of mailing your application. If you do not receive any contact, please contact us immediately.
4. Applications will be accepted until we run out of space or October 20, 2017. After that if space is available a \$10 late fee charge will be applied. Please Note we tend to sell out early.
5. **Raffle:** All accepted Crafters/Artists/Vendors are **required** to donate an item to be included in a basket to be raffled off during the show. You may choose to opt-out of donating an item and pay a \$10 fee in its place. These items or your \$10 donation must be received (mailed or dropped off to the same address you mail your application) **no later than October 15, 2017**. Please be aware if we don't receive your donation by this date, we cannot guarantee your space in the show. Once we receive your donation, you will receive a confirmation from the same e-mail with ROHS PTSA Tax-Exemption number for your records.
6. ROHS PTSA reserves the right to deny any Crafter/Vendor/Artist application.
7. **CANCELLATION POLICY:** Once an application has been accepted, **absolutely no refunds** will be issued. However, if you are not accepted or we cannot provide you with your requested location, and you do not wish to change locations, we will return your application and check.

**Show Policies**

1. You will receive details regarding set-up the first week of November, this will include parking and space location. You must still check in when you arrive. We expect to be allowed to set up the night before.
2. Show hours are from 10:00am-4:00pm. Exhibits must remain open until 4:00pm.
3. Crafters/Artists/Vendors must be off the premises by 5:30pm or will be charged an additional custodial fee.
4. If electrical outlet is rented, you must provide your own **UL-Approved** 10 foot extension cord;
5. Crafters/Artists/Vendors must stay within the boundaries of space provided. Walkways must be clear. Due to local fire codes this will be strictly enforced.
6. To help make the show a success, extensive publicity is planned, including but not limited to local newspapers, electronic posts, outdoor signs. We will have a flyer for you if you wish to include it on your facebook page, website...

Be advised that neither Royal Oak High School PTSA, Royal Oak High School, nor the School District of the City of Royal Oak is responsible or liable in any way, whatsoever for loss, theft, damage or defacement to property used during, before or after the Craft Show, including but not limited to anything used for exhibits, displays, merchandise or vehicles.

**I have read, understand and accept all the guidelines and show requirements detailed in this application and by signing below agree to comply with them.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_